



**United States District Court  
District of South Dakota**

**VACANCY ANNOUNCEMENT 19-08**

**POSITION TITLE:** Administrative Technician  
**POSITION TYPE:** Regular, Full-time  
**LOCATION:** Sioux Falls, South Dakota  
**SALARY RANGE:** CL 25 (\$41,140 - \$66,888)  
**OPENING DATE:** June 5, 2019  
**CLOSING DATE:** June 26, 2019

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The United States District Court for the District of South Dakota is accepting applications for a full-time Administrative Technician in the Sioux Falls, South Dakota office. This individual will perform duties such as procurement of office supplies, equipment, services, and furnishings for the district, preparation of invoices and travel vouchers, airline reservations and serve as backup for the Financial Technician. The Administrative Technician will serve District Court staff as well as provide general support to the Administrative Services Unit.

**REPRESENTATIVE DUTIES**

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts with a government-issued credit card.
- Organize time and delivery of purchases throughout district.
- Reconcile invoices against purchase orders for type, quantity, and condition of product received.
- Enter obligations and receive information into the accounting system.
- Assist with scheduling airline reservations for staff in accordance with applicable travel authorizations and regulations; prepare internal travel authorizations for approval.
- Create cost comparison spreadsheets.
- Assist with preparing correspondence and documents to include typing, keyboarding, formatting and generating documents from templates and notes.
- Generate standard reports from databases and computerized systems. Track statistics and data.
- Serve as backup to the Financial Technician.
- Provide support to the Fiscal Operations Administrator regarding administrative and operational duties.
- Some travel may be required.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalent required; bachelor's degree preferred.
- A minimum of two years general clerical or secretarial experience is required; experience to include, but is not limited to, knowledge of office clerical practices such as telephone usage, data entry, record keeping, electronic filing, and usage of basic office equipment.
- Previous administrative or other relevant experience preferred.
- Demonstrated experience and comfort with technology such as Microsoft Word, Outlook and Excel.
- Customer service focus and ability to deal with a wide variety of people tactfully and courteously, in person, in writing, and on the telephone.
- Strong organizational skills and experience in handling multiple workload demands.
- Accuracy and attention to detail.
- High adherence to confidentiality.

## **BENEFITS**

This position is covered by the Court Personnel System. A generous benefits package is available to permanent employees which includes:

- Ten paid holidays per year
- Paid annual leave accrued at a prorated schedule.
- Paid sick leave accrued at a prorated schedule.
- FERS retirement benefits
- Optional participation in the Thrift Savings Plan (TSP)
- Optional participation in choice of Federal Employees' Health Benefits (FEHB)
- Optional participation in choice of Federal Employees' Group Life Insurance (FEGLI)
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement if applicable

## **ADDITIONAL INFORMATION**

- Selected candidate will be subject to a background investigation, including an FBI fingerprint check.
- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.
- Employees are required to adhere to the *Code of Conduct for Judicial Employees* which is available to applicants to review upon request.
- Applicants must be U.S. Citizens or eligible to work in the United States.

## **APPLICATION PROCESS**

Qualified applicants should submit the following:

- A current resume to include professional references;
- An Application for Judicial Branch Federal Employment (AO 78) which is available by going to <http://www.uscourts.gov/> and clicking on Court Forms>AO 78.

Application packages must be received no later than 5:00 pm CST on Wednesday, June 26, 2019. All documents must be submitted via PDF format and emailed to:

[Brooke\\_richards@sdd.uscourts.gov](mailto:Brooke_richards@sdd.uscourts.gov)

**Incomplete application packages will not be considered.**

*The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time from the original announcement, the Court Unit Executive may elect to select a candidate from the original qualified applicant pool. Applicants are covered under the District of South Dakota's Employee Dispute Resolution policy.*

**THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**